



USAID
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U.S. Agency for International Development

**Bureau of Democracy, Conflict, and
Humanitarian Assistance**

Office of Food for Peace

**Fiscal Year 2017 Annual Results Report
Guidance
for Emergency and IFRP Awards**

LIST OF ACRONYMS

ADS	Automated Directives System
AOR	Agreement Officer's Representative
ARR	Annual Results Report
BEHT	Bill Emerson Humanitarian Trust
DEC	Development Experience Clearinghouse
DNA	Disaggregates Not Available
FANTA	Food and Nutrition Technical Assistance III Project
FFP	Office of Food for Peace
FFPMIS	Food for Peace Management Information System
FFPIB	Food for Peace Information Bulletin
FFW	Food for Work
FTF	Feed the Future Presidential Initiative
FY	Fiscal year (October 1 – September 30)
HDDS	Household Dietary Diversity Score
IDA	International Disaster Assistance
IDP	Internally Displaced Person
IFRP	International Food Relief Partnership
ITSH	Internal Transportation, Storage, and Handling
IR	Intermediate result
LOA	Life of Award (same as Life of Program in FFPMIS until updated)
LRP	Local and/or regional procurement
MT	Metric Ton
NGO	Non-governmental Organization
OCO	Overseas Contingency Operations
OMB	Office of Management and Budget
PDM	Post Distribution Monitoring
PVO	Private Voluntary Organization
R	Required (indicator or ARR component)
RiA	Required if Applicable (indicator or ARR component)
SO	Strategic Objectives

USAID	U.S. Agency for International Development
USG	United States Government

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I. Background, Purpose, and Applicability

The Annual Results Report (ARR) is an annual reporting requirement for current and recently closed Office of Food for Peace (FFP) awards implemented by U.S. or non-U.S. non-governmental organizations (NGOs), including private voluntary organizations (PVOs)¹. FFP awardees that receive funding from the Food for Peace Act (Title II), International Disaster Assistance (IDA) account, Overseas Contingency Operations (OCO) account, and/or Community Development Funds (CDF) are required to submit ARR. These include development, emergency and international food relief partnership (IFRP) awards.

ARRs assist FFP with: (1) understanding, assessing, and managing the performance of FFP projects at all levels; (2) meeting statutory requirements and management needs in compliance with the Government Performance and Results Act Modernization Act (GPRAMA) of 2010 and other external policies; and (3) providing information to relevant stakeholders, such as U.S. Agency for International Development (USAID) missions and/or regional offices, the United States Government (USG) Feed the Future (FTF) Presidential Initiative, U.S. Congress, Department of State's Office of U.S. Foreign Assistance Resources, and Office of Management and Budget (OMB).

NGO and PVO awardees are required to submit an ARR for each fiscal year (FY) during which activities were implemented, except for awards that were signed in the last quarter (July 1- September 30) of the reporting FY. The ARR is required even if the activity began late, ended early in the FY having implemented few interventions, or achieved limited or no results. An ARR covers results realized from activities implemented only during the reporting FY. Note that the FY runs from October 1 through September 30. For the FY 2017 ARR, awardees should report on activities and results realized from October 1, 2016 through September 30, 2017. If activities were not implemented during the reporting FY, e.g., due to late in-kind commodity arrivals, awardees should discuss with the agreement officer's representative (AOR) which components of the ARR for the FY should be submitted.

Awardees are encouraged to coordinate with FFP throughout the award to ensure fulfillment of reporting requirements. Questions about these requirements should be directed to the AOR.

While preparing for the FY 2017 ARR, please keep in mind the following:

- **The FY 2017 submission deadline is November 6, 2017, 12:00 pm Eastern Standard Time.**
- Awards that end prior to the end of the FY and prior to the release of any updated guidance, if applicable, should follow the previous year's ARR guidance for reporting.
- Awardees must submit the ARR, with attachments, including the indicator table, by the above-stated due date for the reporting FY *or within 90 days of the date of the award's expiration*, whichever comes first.
- Questions related to the ARR may be directed to FACG@usaid.gov. Questions

¹ To qualify as a PVO, organizations must be registered with USAID.

- related to individual awards and performance should be directed to the AOR.
- Awardees are **required** to submit all ARR information through [FFPMIS](#). [FFPMIS Users' Guides](#) can be found on the FSN Network site. Questions or problems related to FFPMS may be directed to the Help Desk at FFPMIS_Support@devis.com. The Help Desk hours are Monday to Friday from 9am to 5pm EST/EDT.
 - Awardees are **required** to upload all survey data (including the baseline survey data, when applicable) collected during the reporting FY to the [Development Data Library \(DDL\)](#).
 - Awardees are **required** to upload to both FFPMS and the Development Experience Clearinghouse (DEC) the approved baseline report/final evaluation, and any research activities conducted during the reporting FY². Awardees must submit the reports even when these activities are conducted by third-party firms. If final reports for evaluation and research activities are not finalized at the time of ARR submission, awardees should note this in the ARR narrative and request to modify the ARR at a later date in order to upload them to FFPMS.
 - Within approximately one week of submitting an ARR, awardees should receive an ARR submission completeness check. Assuming the submission is complete, awardees will receive comments from FFP within two weeks. Awardees should revise and resubmit all ARR components **within two weeks of receipt** of the comments.
 - Once an ARR is submitted, FFPMS does **not** automatically notify awardees when the submission status changes. Awardees must login to the site to see the current status of submission and/or check with the AOR to inquire whether the ARR has been approved.
 - Awardees **must submit the ARR to the DEC within 30 days of AOR approval**. The submission should include the ARR narrative, indicator table, and the success stories and lessons learned. For more information on DEC submission requirements, please refer to USAID ADS 540, the [DEC page](#), and/or the AOR. When submitting the ARR to the DEC, awardees should do the following:
 - under Document Type, select “Annual Report;”
 - under Primary Subject, select “Food Aid Programs;” and
 - under Additional Information, include the following text: “Add the following USAID Thesaurus Terms and Tags: Food for Peace Title II, Food Security, Food and Nutrition Security, Maternal Child Health Nutrition, Malnutrition, Child Nutrition, Maternal Nutrition, and Disadvantaged Groups.”
 - Depending on the activities and interventions, awardees can also include these thesaurus terms and tags to the DEC submission: Maternal Child Feeding Programs, Orphan and Vulnerable Children, Sanitation, Hygiene, Gender, Humanitarian Assistance, Disaster Recovery, Disaster Relief and Response, and Displaced Persons.

² Per the 2017 APS, baseline surveys and final evaluations are required for all emergency activities 10 months and longer that are not responding to rapid onset disasters. If an emergency award was made under the 2015 APS, baselines and final evaluations are required for recovery projects in excess of 12 months that include activities to influence beneficiary behaviors or practices.

- o **Upon submission of the ARR to the DEC, awardees are responsible for sending the link of the uploaded document(s) to the AOR.**

II. Annual Results Report Format

Awardees must submit all ARR information into FFPMIS as a package through both data entry and document upload (see Table I). Documents that are uploaded to FFPMIS should be in a printer-friendly format. ARRs that are not submitted according to the standards requested in this guidance will not be accepted and resubmission will be flagged in the completeness check notification.

Please adhere to the following formats and guidance:

- The cover page of the ARR must include the following table:

Awardee Name and Host Country	
Award Number	
Activity Name	
Activity Start Date	
Activity End Date	
Submission Date	(mm/dd/yyyy)
Reporting Fiscal Year	FY 20XX
Awardee HQ Contact Name	
Awardee HQ Contact Address	
Awardee HQ Contact Telephone Number	
Awardee HQ Contact Email Address	
Host Country Office Contact Name	
Host Country Office Contact Telephone Number	
Host Country Office Contact Email Address	

- The ARR narrative should be no more than 23 pages in length, excluding cover page, list of acronyms, photos, and attachments.
- All documents must be written in English.
- The narrative should be prepared in Microsoft Word in 12-point, Gill Sans font with one-inch margins, left justification, and a footer on each page with the page number, date of submission, award number, and food security activity name.
- Include an acronym list.

- Avoid using jargon and technical terms specific to the award. The audience of the report includes staff from FFP, USAID Missions and Bureaus, USG agencies, and other stakeholders, who may not be familiar with the particular terms.
- Ensure that the report is reviewed through proper channels within the awardee's organization for accurate content, flow and correct grammar.
- Spreadsheets should be prepared in Microsoft Excel in 10-point, Gills Sans font, with print areas set to 8.5 x 11 inch, letter-sized paper.
- Data for the Unique and Direct Participants, Specialized Food Products, Commodities, Resources by Program Area/Element, and Actuals Table (if applicable), will be entered directly into FFPMIS.

III. Annual Results Report Requirements

The bulk of the ARR narrative comprises the awardees analysis of the important successes and challenges with implementation during the reporting FY, and their overall influence on progress towards the award's strategic objectives/purposes/etc. The analysis must be supported by data and evidence of award progress. It should include a reflection on lessons learned, and *how* that learning is informing current/future interventions and approaches, for example, revising targets.

A complete ARR will include all of the applicable components listed in Table I below and detailed in Section IV. **Awardees should consult the AOR with questions of applicability.**

ARR requirements per award type as uploads to FFPMIS, Data Entry, or submission via Google Form:

Table 1: ARR Requirements by Award Type

Component	Upload or Data entry	Emergency	IFRP
A. ARR Narrative i. <i>Interventions and Results</i> ii. <i>Challenges, Successes and Lessons Learned</i>	Upload	R	R
		R	R
B. Success Stories	Upload	O	O
C. Indicator List/ Indicator Table	Upload	R*	R*
D. Indicator Data Source Descriptions	Upload	R	O
E. Assessments, Baseline/Evaluation and Study Reports	Upload	R	O
F. ARR Program Area and Elements Information i. <i>Specialized Food Products table</i> ii. <i>Commodities table</i> iii. <i>Resources table</i>	Data entry	R	R
G. Actuals Table (for projects that used cash/voucher/LRP)	Data entry	RiA	N/A

R=Required; O=Optional; RiA= Required if Applicable; N/A= Not applicable

*Required for all emergency activities, **including IFRP**, awarded in 2015 or afterwards but Optional for emergency activities that were awarded before 2015 or based on a previously issued APS.

IV. Annual Results Report Components

A complete ARR includes the timely submission of each component detailed below, provided in this order and with corresponding titles. Please include only the information requested. If any component is not relevant to the award, awardees should state that the section is not applicable (N/A) and explain in the ARR narrative.

The ARR presents an award’s progress (or lack of progress) against the approved plan and targets during the reporting FY. The narrative should include discussion of results as reported in the activity’s indicator list.

Note: The ARR highlights interventions and progress *during the reporting FY*. While it replaces the fourth quarter quarterly report, it should present progress and results for the *entire FY*—not just the final quarter.

Uploads to FFPMIS

A. ARR Narrative

i) Activity Interventions and Results

The ARR is a performance reporting tool; therefore, awardees must present and analyze the FY's activities and results against planned activities and targets for the reporting FY. Depending on the design, length, objectives, and interventions of the emergency program, the awardee should use the ARR to tell that story. The ARR should also note other complementary interventions implemented by other actors that may have contributed to the food security outcomes, for example, of the target participants, how the participants have adjusted/coped with the initial shock for which this program was designed, and any subsequent food security shocks that the participants might have encountered during the reporting period.

FFP requests that emergency awardees address the following when preparing the ARR narrative and include as appropriate:

a. Award Summary

Highlight overall project achievements and milestones. Provide a general update on the food security situation and contextual changes.

b. Award Outputs

Reflect output achievements as planned versus actuals per month for each month under the life of the award in a table as illustrated below. Deviation narratives are required for each indicator where the FY 2017 result achieved is +/- 10 percent than the target. As required by OMB, the deviation narrative must specifically state either the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target, or conversely, the reason(s) as to why it was exceeded.

[ACTIVITY]	Participants Actual/Planned Per Month												Annual Total (unique)
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Participants (male)													
Participants (female)													

c. Programming Performance

Present quantitative and qualitative analyses of the results from outcome and process indicators. This includes data from baselines/final evaluations (when applicable), post distribution monitoring (PDM), feedback mechanisms and final assessments. **Note: N/A for IFRP awards.**

d. Market Analysis

Analyze and present results from market assessments and monitoring (for both source and last mile markets). Discuss trends and potential programming impacts. If reporting price changes over time, comparisons should be made to any regular seasonal changes of prices. In the absence of robust pre-existing market information systems, awardees should utilize the most accurate, regular, and relevant prices available. Unexpected market impacts or disincentives to local production should be explained in the ARR, along with course corrections made.

Note: N/A for IFRP awards

e. Cross-cutting Elements

Describe how the award assessed and addressed gender, protection, and conflict sensitive needs and issues. Consider transfer modalities and participant perception on the effects of transfers on different groups (e.g., sex, age, ethnicity); utilization of the transfers (both cash and vouchers); challenges encountered and the responses to address each of the challenges; and actions taken to protect the dignity, human rights, and safety of participants.

ii) Challenges, Successes, and Lessons Learned

Present a brief summary of key challenges encountered, notable successes, and lessons learned during the FY based on the monitoring data, site visits, cross visits, meetings and workshops, baseline survey/final evaluation (if applicable), and staff insights.

This section should focus on the following:

- **Challenges:** Identify and describe the obstacles, including primary stakeholders, factors contributing to the challenge, timing and means of identification, steps taken (or in the process of being taken) to address the issue, and resolution or lessons learned if applicable.
- **Successes:** Identify and describe the successes or achievements, including primary stakeholders, factors contributing to the success, how the program will build on or leverage the success for future activities, and any lessons learned if applicable.
- **Lessons Learned:** Any significant learning during the reporting year should be shared in this section. This could entail a very straightforward lesson such as realizing that literacy programs need to be incorporated because they are essential to creating and sustaining women's cooperatives. It could also be something more nuanced, such as how the project became aware of additional gender or environmental gaps in its approach; how that finding would impede the achievement of the IR/SO; and the steps taken to address those gaps.

Note: It is important to share *how* the lesson(s) learned have been or will be

applied to the project in the following year(s). FFP is also interested in learning of any plans to institutionalize the learning, as well as share with other stakeholders.

B. Success Stories

As per USG guidance, success stories are optional; however, they are very valuable in telling FFP's story. Awardees are encouraged to provide this input for public diplomacy and public outreach purposes. Please follow the guidance for success stories in Annex B.

C. Indicator List/Indicator Table

Emergency awards signed under the FY 2015 APS should attach a complete list of indicators from the LogFrame and M&E Plan. The indicator list must include targets and achievements for the FY. **Awards signed under the FY 2017 APS should submit an updated indicator table.** Please be sure to include indicators related to protection, environment, gender equality, and coverage of need as appropriate. **Note: IFRP awards should submit an indicator list only.**

This is an optional requirement for emergency awards signed before 2015. However, if the award developed an indicator list, they are requested to upload it.

D. Indicator Data Source Descriptions

This information should be included in the updated indicator table for those awards signed under the FY 2017 APS. Emergency awards signed under the FY 2015 APS should describe how data presented in the indicator list was collected for the reporting FY, e.g., if the data was collected as a part of PDM or via sample survey. If PDM or a sample survey was used, the narrative should describe the methods used for the survey and/or to apply routine data monitoring. The narrative should include a description of the sampling strategy (if applicable), timing of collection, data processing and data analysis. For indicators that are presented as percentages, the number of participants, sites, and/or households sampled for each indicator (i.e., the denominator) should be presented. For disaggregated indicators, the number in each category should be shown. **Note: Optional for IFRP awards.**

E. Assessments, Baseline/Evaluation, and Study Reports

As part of the ARR, awardees must submit the baseline report/final evaluation (when applicable), final report with all annexes, and any assessment, study, or research conducted by the awardee or commissioned by the awardee to a third-party firm during the reporting FY. If the reports are not finalized at the time of ARR submission, awardees should note in the ARR narrative that these activities were conducted during the FY and, at a later date, request to modify the ARR to upload

them to FFPMIS. **Note: Optional for IFRP awards.**

FFPMIS Data Entry

F. ARR Program Area/Element Information

The Department of State and USAID jointly developed common definitions to describe and account for foreign assistance programs³. **FFP emergency awardees may assign resources to two areas only: “Nutrition” and “(Emr) Protection, Assistance and Solutions”.**

Foreign Assistance Standardized Program Structure (SPS) - Program Areas and Definitions

- **Nutrition:** Increase availability and use of proven nutrition interventions to reduce mortality, morbidity, and food insecurity, including nutrition education to improve maternal diets, nutrition during pregnancy, exclusive breastfeeding, and infant and young child feeding practices; fortified or biofortified staple foods, and specialized food products to improve consumption of quality food; and delivery of nutrition services including micronutrient supplementation and community management of acute malnutrition. Strengthen host country capacity by advancing supportive nutrition and food security policies and improving nutrition information systems.
- **Protection, Assistance and Solutions:** The provision of effective protection, assistance, and durable solutions for refugees, internally displaced persons (IDPs), stateless persons, and other victims of conflict and disasters. **Note:** Emergency awards will select “(Emr) Protection, Assistance and Solutions.”

The ARR Program Area section consists of three tables:

1. Specialized Food Products Table
2. Commodities Table
3. Resources by Area/Program Element Table

If an awardee programmed Specialized Food Products, they will assign resources to the program area/element “Nutrition.” Awardees must report specialized food products to planned/reached beneficiaries, by sex, age and by commodity type. Note: IFRP awards will report under the “Nutrition” program area/element only.

- **Emergency awards that will continue into the following FY should report targets for the future year.**

In the Commodity table, for each program area, awardees **must report**

³ The [U.S. Foreign Assistance Standardized Program Structure and definitions](#) establish a consistent way to categorize and account for State-USAID managed assistance, including a set of commonly agreed definitions. The information provided in the Project Participant and Resource Tracking Tables allows FFP to determine how food assistance resources are programmed and disaggregated by program area/elements and target groups in order to compare project participant projections with final results and respond to USG reporting requirements.

commodities distributed (in metric tons (MT)) by commodity type.

If the emergency awardee did *not* program Specialized Food Products (see above), awardees will assign resources to the program area “(Emr) Protection, Assistance and Solutions” across the following funding categories: ITSH, IDA, OCO, BEHT, IFRP, Cost Share; and other (Section 202(e) resources should go in this category).

- Emergency awards that will continue into the following FY should report targets for the future year.

G. Actuals Table (For detailed instructions on reporting in FFPMIS, please refer to the [Guide to Reporting on Cash Transfers, Vouchers, and LRP in FFPMIS.](#))

The Actuals Table - located within the **Program** component of FFPMIS - should be completed for **any FFP award distributing cash, vouchers or LRP** commodities. Awardees should report information on the quantity procured (as applicable), cost, origin, number and quantity of transfers, and participants. To report “# of participants per month who received transfers”, the awardee should report average # of participants per month. If a project provided conditional and unconditional transfers to the same participant, the awardee should count the participant twice to estimate average. **Note:** N/A for IFRP awards.

- All emergency awards that use cash, voucher, and/or LRP are required to provide data *by quarter* in the Actuals Table. Awardees should ensure that each quarterly report is uploaded to FFPMIS.
- The LRP Actuals Table allows reporting on 10 different commodities. Reporting for the food parcels with composite commodities would be based on how they were procured. If the food parcels were procured as composite food parcels, the awardee should report them as “composite parcel” on the actuals table and explain the commodity composition, proportion of different commodities, and unit price in the narrative report.
- In the LRP Actuals Table, international procurement should be categorized as “regional” procurement.

FFP aggregates the data from the Actuals Table and quarterly reports to generate an annual report.

ANNEX A: Definitions for FFP ARR

Agriculture Technologies

Agriculture technologies refer to a number of techniques, tools, and practices employed in: 1) combining land, labor, capital, and knowledge to 2) produce, market, distribute, utilize, and trade 3) food, feed, and fiber products. Illustrative sustainable agriculture technologies may include, but are not limited to, low-input approaches, crop rotation, i.e., for soil fertility enhancement and/or pest management, intercropping, integrated farm systems (for example, tree-crop-fish pond-livestock systems), reforestation, water conservation and harvesting, cover cropping, green manure, effective composting, erosion control, improved seed varieties, non-invasive species, and integrated pest management. PVOs are free to define technology. One approach, however, is to say that agricultural technologies are transferred as a *package* of technologies that, when used in combination, have a proven *desired outcome*, such as increased yield or reduced soil erosion or a decrease in post-harvest losses. For instance, an Integrated Rice System is a package designed to increase rice yields that consists of five technologies: seed selection, transplanting, water control, weeding, and fertilizing. Research shows that a 50 percent increase in yield if all five technologies are used, while the use of three or four of the technologies will increase yield, but not by 50 percent.

Basic Drinking Water Source

Basic drinking water services, according to the Joint Monitoring Program (JMP), are defined as improved sources or delivery points that by nature of their construction or through active intervention are protected from outside contamination, in particular from outside contamination with fecal matter, and where collection time is no more than 30 minutes for a roundtrip including queuing. Drinking water sources meeting this criteria include: piped drinking water supply on premises; public tap/standpost; tube well/borehole; protected dug well; protected spring; rainwater; and/or bottled water (when another basic service is used for hand washing, cooking or other basic personal hygiene purposes).

Basic Sanitation Facility

A basic sanitation facility service, defined according to the Joint Monitoring Program (JMP), is a sanitation facility that hygienically separates human excreta from human contact, and that is not shared with other households. Sanitation facilities meeting these criteria include: flush or pour/flush facility connected to a piped sewer system; a septic system or a pit latrine with slab; composting toilets; or ventilated improved pit latrines (with slab).

All other sanitation facilities do not meet this definition and are considered “unimproved.” Unimproved sanitation includes: flush or pour/flush toilets without a sewer connection; pit latrines without slab/open pit; bucket latrines; or hanging toilets/latrines. Households that use a facility shared with other households are not counted as using a basic sanitation facility. All other services are considered to be “unimproved”, including: unprotected dug well, unprotected spring, cart with small tank/drum, tanker truck, surface water (river, dam, lake, pond, stream, canal, irrigation channel), and bottled water (unless basic services are being used for hand washing, cooking and other basic personal hygiene purposes).

Bill Emerson Humanitarian Trust (BEHT)

BEHT is a food reserve administered under the authority of the Secretary of Agriculture. This reserve is available to meet emergency humanitarian food needs in developing countries, allowing the United States to respond to unanticipated food crises. Under the Food for Peace Act, as amended by the Agricultural Act of 2014, the Administrator of USAID oversees the release and use of these funds.

Carryover

Food aid commodities or funds unused during a FY that are transferred to the budget or planning levels for the following financial or reporting year.

Climate Integration

Under the USAID policies and procedures described in 22 CFR 216 and Mandatory Reference for ADS Chapter 201 (Climate Change in USAID Country/Regional Strategies (201mat) and Climate Risk Management for USAID Projects and Activities (201mal)), integration of climate and environmental sensitivities is simply identifying such coupled risks and opportunities across the project life cycle. Since global drivers of climate change are already threatening natural resource-based components of food security, project managers must consider best available climate data and adaptation measures in designing activities. How these climate stressors interact with the natural capital base upon which livelihoods depend, reinforces the importance of incorporating environmental safeguards across the FFP project.

Communities

This is intentionally left undefined so that projects may use their own definition of what constitutes a community. A community could be a village, but it doesn't necessarily have to be. A community is meant to be a geographic grouping (e.g., neighborhood, village, or commune) and does not refer to a group of people who all have a similar characteristic, like women or farmers.

Community Capacity

In this context, community capacity refers to a community's ability to govern itself; to organize, analyze, plan, manage, problem-solve, implement actions, and represent its interests and participate in broader fora. This goes beyond targeted efforts to strengthen communities in nutrition, agriculture, infrastructure, early warning, or other topics covered elsewhere in FFP guidance.

Direct Distribution Food Aid Commodities

Food aid commodities that are provided directly to project participants as in-kind take home rations or for on-site feeding (versus food aid commodities sold for MTZ proceeds).

Direct Participants

For the purposes of reporting, direct participants are defined as individuals who come into direct contact with the set of interventions (goods or services) provided in each technical area. Individuals who receive training or benefit from project-supported technical assistance or service provision are considered direct participants, as are those who receive a ration or

another type of good. Services include training and technical assistance provided directly by project staff, *and* training and technical assistance *provided by people who have been trained by project staff*, (e.g., agricultural extension agents, village health workers). In a Food-for-Training activity, the direct project participants are those trained under the program. In a Food-for-Work (FFW) or Food for Assets activity implemented as a stand-alone, (e.g., not as part of a wider set of interventions in the technical sector), direct participants are those who directly participate in the activity, (e.g., receive a ration, not all of those who use or benefit from the infrastructure/asset created, e.g., a road). If a FFW or Food for Assets activity forms part of a set of activities in a technical sector, (e.g., FFW to build irrigation infrastructure, accompanied by technical assistance in new cultivation techniques and water management to a targeted group of farmers), the direct participants include FFW participants and farmers receiving technical assistance, and the two groups may overlap.

In the case of food rations, direct participants include the individual recipient in the case of individual rations, and the recipient plus his/her family members in the case of family rations.

Direct participants do *not* include those who benefit indirectly from the goods and services provided to the project participants, (e.g., members of the household of a farmer who received technical assistance, seeds and tools, other inputs, credit, livestock; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by FFW; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes.) Such individuals are considered indirect project participants (see definition).

Disaster Early Warning and Response System

A community-based system that identifies increasing stress or oncoming shocks, indicates when actions need to be taken, and identifies what the appropriate responses should be.

Exclusive Breastfeeding

Exclusive breastfeeding means that an infant received breast milk (including milk expressed or from a wet nurse) and might have received properly prepared oral rehydration solution (ORS), vitamins, minerals, and/or medicines, but did not receive any other food or liquid. A proxy measure is the percentage of children under 6 months exclusively breastfed during the day preceding the survey.

Female Empowerment

When women and girls acquire the power to act freely, exercise their rights, and fulfill their potential as full and equal members of society. While empowerment often comes from within, and individuals empower themselves, cultures, societies, and institutions create conditions that facilitate or undermine the possibilities for empowerment. More information can be found in ADS 205, Integrating Gender Equality and Female Empowerment in USAID's Program Cycle.

FFP Funding Sources - Emergency Resources

FFP resources used to fund emergency response and disaster risk reduction-type interventions. Emergency resources may be used in a development project for expanded safety net and asset protection activities that target populations suffering from transitory food insecurity during a shock or transition from an emergency situation, as well as to fund disaster risk reduction and early warning activities.

Financial Services

Financial services refer to services provided by formal or non-formal groups for the management of money. This includes credit (loans), savings, and insurance schemes run by for-profit, non-profit, and governmental organizations.

Gender Equality

Gender equality concerns fundamental social transformation, working with men and boys, women and girls to bring about changes in attitudes, behaviors, roles and responsibilities at home, in the workplace, and in the community. Genuine equality means expanding freedoms and improving overall quality of life so that equality is achieved without sacrificing gains for males or females. More information can be found in [ADS 205](#).

Gender Equity

Gender equity is the process of being fair to women and men. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent women and men from otherwise operating on a level playing field. Equity leads to equality. More information can be found in [ADS Chapters 200 - 203](#).

Gender-Sensitive Indicators

Gender-sensitive indicators highlight to what extent and in what ways development projects achieved results related to gender equality and whether and how reducing gaps between males and females and empowering women leads to better program/development outcomes. More information can be found in [ADS 205](#).

Hand Washing Stations

A handwashing station refers to a designated place where household members and guests can find soap and water for washing their hands. The prevalence of households with hand washing stations with soap and water is a measure of progress toward improved hygiene practices.

HIV Programming

Resources used for activities directly targeting people infected or affected by HIV or that use HIV-related factors, such as chronic illness, as part of the vulnerability criteria used for project entry/eligibility. This includes People Living with HIV (PLHIV), such as children; clients of Prevention of Mother to Child Transmission (PMTCT) activities; Orphans and Vulnerable Children (OVC); the families and caregivers of PLHIV and OVC; and service providers supported through Food-for-Training (e.g., peer educators, home-based care volunteers, etc.). Note: Orphans are defined as children under the age of 18 years who have lost one or both parents to AIDS, and vulnerable children are those affected by HIV through the illness of a parent or principal caregiver. If there is a national-level definition of OVC, awardees should use

the national definition instead.

Household Dietary Diversity Score

HDDS is a proxy measure of household socioeconomic status. It is derived from the number of different food groups consumed by a household over a 24-hour recall period. It is not a measure of dietary quality. Data are collected through a household questionnaire consisting of one single question, using 12 standard food groups, asked of the person responsible for food preparation in the household. For additional information on HDDS, refer to the [FFP Indicators Handbook, Part I: Indicators for Baseline and Final Evaluation Surveys](#).

Improved Storage Practices

Improved storage techniques are methods for storing seeds, grains, animal feed, and aquaculture products that are cost-effective and allow for long-term storage. These techniques allow a farmer to safely store excess harvest from the plot where the farmer has decision-making power for subsequent sale, consumption, and/or propagative plant material, (e.g., seeds for future planting). Improved storage techniques should minimize post-harvest losses and maximize profits by allowing farmers to sell their products later in the season when excess product supply has diminished.

Indirect Participants

Indirect project participants are those who benefit indirectly from the goods and services provided to the direct project participants (as defined below). For example, indirect project participants include members of the household of a farmer who received technical assistance, seeds, and tools, other inputs, credit, and livestock; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by a food for work activity; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural activity necessary to increase incomes.

Indirect Costs

Indirect costs are the expenses an organization incurs in doing business that are not readily identified with a particular project, but are necessary for the general operation of the organization and the conduct of activities it performs. An example would be the salary of an organization's president. A Negotiated Indirect Cost Rate Agreement (NICRA) is the U.S. Government's negotiated indirect cost rate with individual awardees.

Metric ton(s)

MT are the standard unit of measurement for Title II commodities. One MT equals 1,000 kilograms.

Minimum Acceptable Diet

MAD is a measure of nutritional status of children that considers both frequency and diversity of diet. The method of measurement depends on the age of the child. If a child meets the minimum feeding frequency and minimum dietary diversity for his or her age group and

breastfeeding status, then the child is considered to be receiving a minimum acceptable.

Safety Net

A system for addressing the food security needs of vulnerable people. A community-based safety net is one that is managed and maintained by the community; internally resourced, at least in part; and can be year-round or seasonal. Examples include community food banks or insurance schemes.

Stunting

Stunting is a condition of slowed growth due to chronic malnutrition that has permanent effects on physical and mental capacity. It is identified using measure of height compared to a standard, sex-specific, reference for height (height-for-age)).

Sustainable Agriculture

The term sustainable agriculture ([U.S. Code Title 7, Section 3103](#)) refers to an integrated system of plant and animal production practices having a site-specific application that will over the long-term:

- Satisfy human food and fiber needs.
- Enhance environmental quality and the natural resource base upon which the agriculture economy depends.
- Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls.
- Sustain the economic viability of farm operations.
- Enhance the quality of life for farmers and society as a whole.

Sustainable agriculture seeks to sustain farmers, resources and communities by promoting farming practices and methods that are profitable, environmentally sound and good for communities.

Underweight

Underweight is a condition of weighing less than is considered nutritionally healthy—either due to slowed growth (stunting) or thinness (wasting). For FFP, the condition of underweight for children under 5 years of age is determined by comparing an individual's weight to an age- and sex-specific standard.

Underweight among Women of Reproductive Age

For women, underweight is based on having a body mass index < 18.5 kg/m². The prevalence of underweight women indicator measures the percent of non-pregnant women of reproductive age (15-49 years). To calculate an individual's BMI, weight and height data are needed. Body mass index is equal to weight (in kg) divided by height squared (in meters) multiplied by a correction factor. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample.

Vulnerable Children

According to the PL 109-95 Implementation Strategy (May 2006), highly vulnerable children are “children and youth who are under 18 years whose safety, wellbeing, growth and development are at significant risk due to inadequate care, protection, or access to essential services.” Refer to www.childreninadversity.gov for further information.

Women’s Dietary Diversity Score

Women’s dietary diversity score is a measure of the micronutrient adequacy of the diet based on the mean number of food groups consumed in the previous day by women of reproductive age (15–49 years). Data is tabulated by averaging the number of food groups consumed out of the specified nine food groups across all women of reproductive age in the sample with data on dietary diversity.

Women’s Empowerment in Agriculture Index (WEAI) and Abbreviated Women’s Empowerment in Agriculture Index (A-WEAI)

The Women’s Empowerment in Agriculture Index (WEAI) measures the empowerment, agency, and inclusion of women in the agriculture sector in an effort to identify and address the constraints that hinder women’s full engagement in the agriculture sector. Guidance on data collection and calculations of the Women’s Empowerment in Agriculture Index can be found in the Feed the Future Handbook of Indicator Definitions at <http://feedthefuture.gov/resource/feed-future-handbook-indicator-definitions>.

Guidance for the A-WEAI is at <https://feedthefuture.gov/article/lean-not-mean-streamlined-tool-measuring-women’s-empowerment>

ANNEX B: Success Story Writing 101

Why are success stories necessary?

Success stories are helpful to further educate the public about food assistance programs, particularly to demonstrate the impact that food assistance programs have on peoples' lives around the world. The stories should describe the food assistance program in non-technical language and explain the results or benefit (where feasible).

What type of stories is FFP expecting?

FFP seeks descriptions of successes that go beyond the specifics of how much food was delivered and focus on progress made in reducing food insecurity in the populations receiving food assistance. In other words, they should showcase broad-scale sustainable development projects and/or highlight new, cutting edge innovations. FFP would like success stories from all regions, and for both emergency and development projects.

We welcome stories that focus on transformational impacts of our development programs – for example:

- Reducing stunting
- Raising household incomes
- Increased agricultural productivity
- Regenerating watersheds or other natural resources
- Improving and maintaining community infrastructure
- Empowering women
- Mitigating future disasters or existing threats through disaster risk reduction activities
- Program outcomes and results. We know this is a much more difficult ask than simple output information (e.g. number of people trained vs. how did that training change a person's behavior), but to the extent possible, USAID encourages partners to submit stories with this information.
- New opportunities and impacts for beneficiaries as a result of FFP and BFS-funded projects (or other USAID projects including OFDA projects) running together or in close proximity to each other.

We also welcome compelling stories of:

- Early response that clearly prevents loss of life or mitigates impacts of disasters
- Why flexibility to use cash-based resources was critical to an emergency response
- Lives saved and suffering alleviated
- Documented reductions in malnutrition or other key indicators
- Food for asset and other activities that protect and/or advance livelihoods while saving lives
- Creative approaches applying technology or other tools that clearly improve response
- Strategic application of multiple resources to improve overall impact (e.g., sequencing EFSP and Title II programs that demonstrate the benefits of both resources and the improved response that results because both are available)
- Resilience building as part of an emergency response

The most effective success stories focus on the following:

- **Individuals empowered** to help themselves
- **Sustainable change** rather than one-off successes
- Permanent “**leave behinds**” created, such as new infrastructure, skills that have a lasting impact, or reduced need for outside help in the future due to program results
- A “**new**” **approach to aid**, one that empowers targeted groups and works to avoid dependency

Also keep in mind that moral and ethical imperatives are a central part of the motivation for supporting assistance. Americans believe that the U.S. must act as a world leader to live up to its founding ideals. Try to factor this motivation into your story.

Just remember, all success stories should point to results!

How will my success story be used?

Selected stories may be included on the USAID website, in the annual U.S. International Food Assistance Report and in other communications products that highlight the work of FFP and its awardees.

What does a great success story look like?

The formula is simple: **use powerful statistics**; communicate **progress**; frame your story around **USAID’s larger Mission**, not a specific program; and bring it to life with a **personal narrative**.

Success stories should including the following sections (text does not have to be in this order):

1. Title or Heading (approximately 5-10 words including country and/or region of project)
2. 1-2 sentences (approximately 50 words) briefly describing the situation in the country that required FFP assistance.

Example: In December 2010, violence surrounding the contested Presidential election forced many Ivorians to flee from their homes. There are currently 15,725 IDPs within Côte d’Ivoire and 69,561 refugees in Liberia, where UNHCR reported 160,000 refugees at the height of the displacement in 2011.

3. 3-4 sentences (approximately 100-150 words) describing the program being implemented in country.

Example: FFP is currently supporting an innovative World Food Program pilot program that uses cell phones to facilitate cash transfers to 54,000 people living in impoverished districts of Abidjan. These districts were badly affected in the post-election crisis and the lowest income families struggle to put food on the table. Through this program, more than 10,000 vulnerable households receive text messages on their cell phones alerting them to withdraw money from local cash points. This unconditional cash transfer is being implemented as a pilot program over a two month period, with each household receiving a total of \$75 per month, equivalent to the food basket of an average family of five.

4. 1-2 sentences (approximately 25-50 words) describing why that program was the most appropriate response to the situation described.

Example: Beneficiaries describe how the cash transfer has allowed them to improve the

- quality of their family's meals, by purchasing meat and fish to add protein to their diet.
5. 1-2 sentences (approximately 25-50 words) describing the results and success of the implemented program.

Example: This innovative program pioneers new methods of fighting hunger in the technology age and shows how these tools can provide new solutions for providing food assistance in a challenging urban post-crisis setting.

If including a picture, use .jpg or .tiff format and a file that is at least 300 dots per inch (dpi). The photo caption should include the photographer's name and organization as well as a caption of 25 words or less summarizing what is occurring in the photo, including date, location, and names of person(s) in the photo.

For all beneficiaries named or photographed, verbal consent must be obtained prior to being featured within the story. USAID understands that beneficiaries may ask to use a different name to remain anonymous. This is especially true in situations where naming or photographing individuals accepting U.S. Government assistance poses a potential threat to their life. If this is the case, please note this within the submission.

What are some DOs and DON'Ts of writing Success Stories?

DO...

- DO include quotes as much as possible. Some USAID communications platforms will not post stories without quotes.
- DO use powerful statistics
- DO lead with results
- DO tell stories that demonstrate sustainable change
- DO create emotional/personal connections that bring viewers into the scene
- DO think big picture

DON'T...

- DON'T use acronyms
- DON'T use technical speak
- DON'T use statistics that present numbers or percentages with no sense of context or scale
- DON'T lead with \$\$ amounts

Last but not least, remember that success stories are a way to tell the world about the great work that USAID and our partners accomplish every day!

ANNEX C: Checklist on Including Gender in FFP ARR

To determine the key gender issues to report on in the ARR and ensure they are effectively presented in the narrative, consider the following.	Yes	No	Issue to Explore Further or Address	Successes, Challenges, Other to Report in ARR
Changes in & Consequences of Gender Dynamics - have you				
1. Reviewed the gender concerns and opportunities identified in the application and assessed if they are still relevant and accurate?				
2. Discussed with colleagues/stakeholders their perception of: <ul style="list-style-type: none"> • Whether women, girls, boys and men are all benefiting from activity interventions and their potential is being tapped across activity components? • Ways in which gender roles and relations may be aiding or impeding activities and outcomes? • Whether interventions are changing- for better or worse- gender norms, roles and relations between women and men? • If the attempt to empower women is creating excessive friction in households with the risk (or actual result) of triggering Gender-Based Violence? 				
Data Presentation, Analysis & Interpretation - have you				
3. Indicated where targets versus actuals for sex disaggregated data differ significantly and provided possible explanations why?				
4. Provided a visual presentation of select indicators by sex and, if possible, age (e.g., graphs, charts, tables) that is useful to the reader to put the results from the FY in context with progression towards the FY targets?				
5. Used qualitative and quantitative data to explain gender differences/gaps related to the results being described in the narrative?				
Programmatic Implications & Actions – have you				
6. Discussed the implications (the "so what?") of the results being reported as it relates to achieving award outcomes for men and women, girls and boys?				
7. Considered specific actions that could be taken by the award to address gender gaps revealed by the annual monitoring results?				
In Summary – have you				
8. Provided a reflection/introspection on how the activity is promoting gender equality in order to achieve award objectives (e.g., is it working, does it need to be adjusted)?				

ANNEX D: ARR Narrative Quality Review Checklist

To ensure that key ARR components are effectively organized, analyzed and presented in the narrative, consider the following:	Yes	No	Issue to address	Additional topic to include
Overall report organization				
1. Is the narrative organized by (1) the components of the Results Framework (SO, IR, and Sub IR), or (2) LogFrame (purpose, sub-purposes, intermediate outcomes, and outputs), or (3) objectives and key activities?				
Reporting results				
2. Are the operational environment and enabling factors that facilitated or hindered the achievements of planned results and activities explained (environmental conditions, contextual factors including government policies, stakeholder coordination, management issues)?				
3. Are any major challenges to implementation highlighted and explained including the quality of activity services (i.e. training, other inputs), technical challenges, sub-optimal design of interventions, missing complimentary services, critical barriers that are yet to be addressed?				
4. Does the narrative describe briefly how the award will address any issue/challenge identified and the lessons learned during the FY?				
5. Does the narrative address key management issues that have impacted the project during the FY (including partnership, staff turnover, inconsistent leadership, inadequate staff training, frequent breakdown of the resource pipeline, less than optimum gender equitable staff management)?				
6. Are any deviations from the original or most-recently approved design identified?				
Data presentation and analysis				
7. Does the report present and interpret the analysis of the most relevant indicators for this FY (including performance trends) to tell the story?				
8. Are activities and outcomes for this FY analyzed against planned activities and output/outcome targets to demonstrate how the award performed against the targets?				
9. Does the analysis highlight important differences in results across geographic areas, sex of project participants, or other relevant sub-groups?				
10. Is there an analysis, corrective action, and explanation for the need to adjust future targets (if applicable)? Is this information included in the deviation narrative?				
Technical interventions				

11. Does the narrative describe the quality of activities, technical strategies and linkages to the level of adoption of desired behaviors or practices? <i>(Not applicable for short term projects that do not aim to change practices or behaviors)</i>				
12. Does the narrative include which targeted group did or did not benefit as planned during the FY and explain why?				
Cross-cutting				
9. Is sex disaggregation discussed and integrated throughout the narrative? <i>Refer to checklist for integrating gender.</i>				
10. Are other cross-cutting issues integrated in the narrative such as climate change and conflict?				
References, sources and attachments				
11. Does the narrative identify sources and methods used to obtain the information reported including beneficiary/stakeholder feedback, PDM/survey results?				
12. Are all references and attachments included in the report and uploaded to FPMIS?				
13. Is the process for selection of beneficiaries described? Are changes over time to the selection criteria explained?				
14. Are activities and results against planned activities and targets analyzed for activity outputs, processes, or outcomes quantitatively and qualitatively (including PDM feedback mechanisms, market assessments, and final assessments)?				
Overall				
15. Does the report tell the story and help the reader understand how activities led to the outcomes, what the challenges were, and how the award overcame them during the FY?				

ANNEX E: Reference Documents and Websites

Development Experience Clearinghouse (DEC). <https://dec.usaid.gov/dec/home/Default.aspx>

FANTA Anthropometric Indicators Measurement Guide.
<http://www.fantaproject.org/tools/anthropometry-guide>

FANTA Months of Adequate Household Food Provisioning (MAHFP) for Measurement of Household Food Access: Indicator Guide. http://pdf.usaid.gov/pdf_docs/Pnadm899.pdf

FFPMIS Users' Guides. <http://www.fsnnetwork.org/document/food-peace-management-information-system-ffpmis-resources>

FFP Information Bulletins. <http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance/food-peace-information-bulletins>

Foreign Assistance Standardized Program Structure. <http://www.state.gov/f/indicators/>

USAID's ADS 201mat Climate Change in USAID Country/Regional Strategies.
<https://www.usaid.gov/sites/default/files/documents/1876/201mat.pdf>

USAID's 201 mal CRM for USAID Projects and Activities.
https://www.usaid.gov/sites/default/files/documents/1868/201mal_042817.pdf

PEPFAR Guidance for Orphans and Vulnerable Children Programming.
<http://www.pepfar.gov/reports/guidance/c53568.htm>

USAID's ADS 203. <https://www.usaid.gov/ads/policy/200/203>

USAID's ADS 205. <https://www.usaid.gov/ads/policy/200/205>

USAID's ADS 540. <http://www.usaid.gov/ads/policy/500/540>

USAID Thesaurus. http://pdf.usaid.gov/pdf_docs/pnaea100.pdf